

STATE OF CALIFORNIA

KATHLEEN CONNELL,  
CONTROLLER OF CALIFORNIA

---

OFFICE OF STATE CONTROLLER  
PERSONNEL/PAYROLL SERVICES DIVISION  
300-Capitol Mall  
P.O. Box 942850  
Sacramento, CA 94250-5878

Date: July 29, 1999

PERSONNEL LETTER # 99-026  
CSU ONLY

To: All Campuses in the Uniform State Payroll System

From: Ralph Zentner, Chief  
Personnel/Payroll Operations Bureau

Re: EMPLOYMENT HISTORY (EH) MASS UPDATE FOR BARGAINING UNIT 03

The agreement reached between the California State University (CSU) and Bargaining Unit (BU) 03 employees provided for a General Salary Increase (GSI) effective 07/01/99. In addition, it was determined to change the salary structure of BU 03 classifications from step/range to an 'open (or assigned) range' salary structure effective 07/01/99. See Technical Letter HR/SA 99-09 for additional information on the GSI and salary structure change.

Implementation of the GSI and salary structure change was achieved via two EH mass updates. The updates occurred the night of 07/16/99 and were completed on 07/17/99.

An attachment is provided detailing information and processing instructions for the two salary changes. If you have any questions with the attached information, please contact your CSU Audits' Representative at the State Controller's Office.

RZ:PMAB:cah

## ATTACHMENT

### EMPLOYEES IN BARGAINING UNIT 03

#### Salary Structure Change

A CRO transaction effective 07/01/99 was posted to the employees' EH records via the first EH mass update process executed on 07/16/99 and 07/17/99. The CRO transaction deleted the step number in Item 311 and established Item 820, Assigned Salary Rate.

Employees with a red circle rate (Item 815) and not at the performance maximum salary rate were included in the EH mass update. For the CRO transaction, the red circle rate amount in Item 815 was included in the employee's base pay via Item 820, Assigned Salary Rate. Item 815 was deleted as part of the process.

For example:

Employee had a base pay of \$1000.00 and a red circle rate amount of \$200.00. The total base pay equals \$1200.00. The \$1200.00 was posted in Item 320 and Item 820 on the employee's EH record via the CRO transaction. Also, Item 815 was deleted.

Employees with a red circle rate (Item 815) and at the performance maximum salary rate were not included in the EH mass update. The employees' EH records were manually updated by the Personnel/Payroll Services Division (PPSD).

Employees with an appointment expiration date of 06/30/99 or prior were included in the CRO transaction mass update process. Campuses must determine if the employees are to be reappointed or separated and key enter the appropriate transactions.

#### General Salary Increase

All employees in BU 03 are entitled to receive a 3.56% GSI effective July 1, 1999. Employees in the Student Services Professionals and Counselors classifications are entitled to an additional 1% increase for a 4.56% GSI effective July 1, 1999. A GEN transaction was posted (on top of the CRO transaction) to the employees' EH records via the second EH mass update process executed on 07/16/99 and 07/17/99.

A revised CSU Payscale is available via CIRS. Access Report Code G20 listed under Systemwide Summary, Salary Schedule, Cycle 9999 for the new paycales.

Employees with an appointment expiration date of 06/30/99 or prior were included in the EH mass update. Campuses must determine if the employees are to be reappointed or separated and key enter the appropriate transactions.

Employees who separated prior to 07/01/99 may need an adjustment to their lump sum payments, if those payments extended beyond 06/30/99. A GEN transaction was not posted. PPSD will identify the affected employees and manually adjust the lump sum payments.

Employees on NDI, Supplementing with Catastrophic Leave Donations, are eligible for the GSI. If an employee was on NDI after 07/01/99, the EH mass update posted the GEN transaction and generated the new GSI rate. The mass update also corrected any subsequent transactions with the new salary rate.

However, the mass update could not update EH records for those employees who were on NDI prior to 07/01/99. Therefore, PPSD will identify the affected employees and manually process the GEN transaction as well as correct any subsequent transactions.

Special payments/A54's processed before the EH mass update must be corrected for the GSI salary rate by the campuses. After the mass update, use the proper salary rate for new A54's processed.

#### Retroactive Charges

All transactions as a result of the July 1, 1999 salary increase are considered to be non-controllable personnel and payroll transactions. The EH transactions resulting from the EH mass updates should not be reflected on the Monthly Retroactivity Report. However, any EH transactions and payroll transactions that are either keyed by the campuses or processed by PPSD could appear on the campus' report (see Payroll Procedures Manual Section A 011 for further information). The campus can return the report identifying the items associated with the salary increase along with the appropriate explanation.

#### Campus EH Processing Information

Based on the above updates processed by PPSD, the following is a guideline for processing various EH transactions. The transactions should be key entered in the order indicated.

1. Separations effective 06/30/99 or prior:

- 1) GENV effective 07/01/99.
- 2) CROV effective 07/01/99.
- 3) SXX.

If an S70/71 for an academic employee was keyed prior to the GEN transaction with the old salary rate, process as follows:

- 1) SXXC - enter the new total amount due in Item 810. (Listings identifying the impacted employees will be sent to the campuses.)
2. Separations effective 07/01/99 or later, including Leaves Without Pay, (S49 and 565 transactions with Job Injury Code = 7), should be processed as usual with the exception identified in #3 below.

#### DO NOT VOID THE CRO AND GEN TRANSACTIONS.

If the separation was keyed prior to the GEN with the old salary rate, process as follows:

- 1) SXXC - enter the new total amount due in Item 810. (Listings identifying the impacted employees will be sent to the campuses.)
3. Employees on NDI/Leave of Absence Without Pay as of 07/01/99 and are to separate 07/01/99 or later with lump sum vacation/extra hours (Item 621) or final settlement pay (Item 810) requested on the separation transaction:
  - 1) A57 or A58 effective same date as SXX and effective date hours = COB. Also, enter 'Lump Sum Only' in Item 215 and see below NOTE for additional processing instructions.
  - 2) SXX.

4. Leave of Absences effective 06/30/99 or prior, including 565 transaction (with Job Injury Code = 7):

- 1) GENV effective 07/01/99.
- 2) CROV effective 07/01/99.
- 3) SXX or 565.

5. Appointments effective 06/30/99 or prior and Item 450 = 1, 3 or 4:

- 1) AXX.
- 2) CRO effective 07/01/99 (see below NOTE for additional processing instructions).
- 3) GEN effective 07/01/99 (enter GSI salary rate in Item 820, Assigned Salary Rate).

6. Appointments effective 07/01/99 or later and Item 450 = 1, 3 or 4:

The CRO and GEN transactions are not required. Enter salary rate in Item 820, Assigned Salary Rate.

7. Reinstatements effective 06/30/99 or prior, including A57, A58, A68 and 565 with Job Injury Code = 4 (if prior status was Job Injury Code 7):

- 1) AXX or 565.
- 2) 715 effective same date of A68 or 565 to change Item 330 and/or Item 430 due to non-qualifying pay periods (if applicable).
- 3) CRO effective 07/01/99 (see below NOTE for additional processing instructions).
- 4) GEN effective 07/01/99 (enter GSI salary rate in Item 820, Assigned Salary Rate).

8. Reinstatements via the A57 or A58 transaction effective 07/01/99 or later:

The CRO and GEN transactions are not required. However, the A57/A58 transaction needs to reflect the salary structure change (see below NOTE for processing instructions).

9. Reinstatements via the A68 or 565 transaction (with Job Injury Code = 4) effective 07/01/99:

Submit the following transactions to the State Controller's Office for processing:

- 1) A68 or 565 effective 07/01/99.
- 2) 715 effective 07/01/99 to change Item 330 and/or Item 430 due to non-qualifying pay periods (if applicable).
- 3) CRO effective 07/01/99 (see below NOTE for additional processing instructions).
- 4) GEN effective 07/01/99 (enter GSI salary rate in Item 820, Assigned Salary Rate).

10. Reinstatements (via the A68 or 565 transaction with Job Injury Code = 4) effective 07/02/99 or later, from an S46 or 565 with Job Injury Code = 7:

Submit the following transactions to the State Controller's Office for processing.

- 1) A68 or 565.

- 2) 715 effective same date of A68 or 565 to change Item 330 and/or Item 430 due to non-qualifying pay periods (if applicable).
- 3) CRO effective same date of A68 or 565 (see below NOTE for additional processing instructions).

11. Transactions not identified above, process as usual with the exception of certain 07/01/99 CROC transactions per note below:

NOTE: The following are guidelines for completing the EH remarks (Item 215), step number (Item 311), assigned salary rate (Item 820), red circle rate (Item 815) and anniversary date (Items 330/958) on the 07/01/99 effective date CRO transaction.

For employees without a red circle rate (Item 815) as of 06/30/99:

Item 215 = HR/SA 99-09

Item 311 = '\*' to delete step number

Item 820 = employee's class step/range salary rate in effect as of 06/30/99

Items 330/958 = no changes to employee's Item 330 and 958 data

For employees with a red circle rate (Item 815) as of 06/30/99:

Item 215 = HR/SA 99-09

Item 311 = '\*' to delete step number

Item 820 = employee's class step/range salary rate and Item 815 amount in effect as of 06/30/99 (if the total exceeds the performance maximum salary rate in effect as of 06/30/99 then Item 820 = the performance maximum salary rate)

Item 815 = '\*' to delete existing amount or the difference between the total amount computed for Item 820 above and the performance maximum salary rate entered in Item 820 above

Item 330 = no change to employee's existing Item 330 data or 'MAX' if the performance maximum salary rate was entered in Item 820 above

Item 958 = no change to employee's existing Item 958 data or 'MAX-0' if the performance maximum salary rate was entered in Item 820 above

For the A57/A58 transaction (per #8 above) or the CRO transaction effective 07/02/99 or later (per #10 above), follow the above processing instructions. Also, increase the assigned salary rate, Item 820, determined per above by the GSI percentage.

The transactions per #5, #7 and #9 above will need to be submitted to the State Controller's Office for processing if the 07/01/99 effective date CRO transaction reflects an assigned salary rate (Item 820) that is less than the new GSI minimum salary rate of the employee's class/range. Automated Audit (AA)

9320-02 (ASSIGNED SALARY INVALID, PER CSU PAY SCALES) will generate on the CRO transaction.

Likewise, a correction to a 07/01/99 effective date transaction (i.e., CROC transaction) with an assigned salary rate (Item 820) that is less than the new GSI minimum salary rate of the employee's class/range, will need to be submitted to the State Controller's Office for processing. AA 311-01 (STEP NOT PERMITTED. EMPLOYEE HAS SPECIAL RATE) and/or AA 9320-02 may generate on the CROC transaction.

These transactions must be sent to PPSD to override the audit(s) that are received on the CRO/CROC transactions.